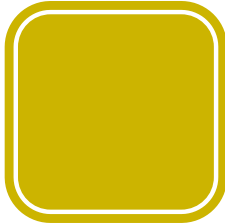


CAREER SUPPORT SERVICES

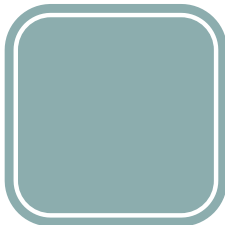
For: Employees Who Receive a Layoff Notification – Priority Placement Consideration and Job Search Process

REDUCTION IN FORCE

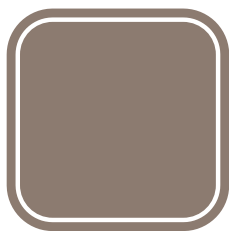


<input type="checkbox"/>	Meet with HR representative and hiring manager to receive lay-off notice
<input type="checkbox"/>	Make decision and complete <i>Loudermill</i> form (per instructions on layoff letter)
<input type="checkbox"/>	Complete and submit the Reduction in Force Election form
<input type="checkbox"/>	Attend <i>Loudermill</i> meeting, if applicable
<input type="checkbox"/>	Participate in bumping process, if applicable

KING COUNTY PRIORITY PLACEMENT CONSIDERATION



<input type="checkbox"/>	Sign up for King County job interest notifications at www.kingcounty.gov/jobs/job-interest-notifications.aspx
<input type="checkbox"/>	Regularly review King County jobs web site at www.kingcounty.gov/jobs/employment-opportunities.aspx
<input type="checkbox"/>	Create or update account at www.governmentjobs.com
<input type="checkbox"/>	Revise or create a current resume
<input type="checkbox"/>	Apply directly on-line for jobs
<input type="checkbox"/>	Email Career Support Services (CSS) at careersupportprograms@kingcounty.gov and provide your contact phone number along with the job title, department and posting number of the position/s to which you applied.
<input type="checkbox"/>	Be prepared to discuss with CSS how you meet the required job qualifications
<input type="checkbox"/>	Be prepared to provide additional written information about your qualifications
<input type="checkbox"/>	Be prepared to attend information meeting with CSS and department to learn more about the position
<input type="checkbox"/>	Be prepared to complete a testing process (if applicable)
<input type="checkbox"/>	Discuss potential Priority Placement Consideration referral with CSS
<input type="checkbox"/>	Receive email confirmation of Priority Placement Consideration referral (if eligible)
<input type="checkbox"/>	Contact CSS for interview coaching or mock interview (if needed)
<input type="checkbox"/>	Complete formal interview process
<input type="checkbox"/>	Be prepared to provide references
<input type="checkbox"/>	Contact CSS if offered position; or to debrief if not offered position
<input type="checkbox"/>	Contact CSS for assistance throughout process, as needed



JOB SEARCH

<input type="checkbox"/>	Create a LinkedIn profile and identify contacts
<input type="checkbox"/>	Create and maintain job search tracking system
<input type="checkbox"/>	Network to identify job leads
<input type="checkbox"/>	Identify and attend trainings
<input type="checkbox"/>	Identify and create list of references
<input type="checkbox"/>	Contact CSS for assistance throughout process, as needed